

TOPIC 7: APPLICANT TRACKING INQUIRIES

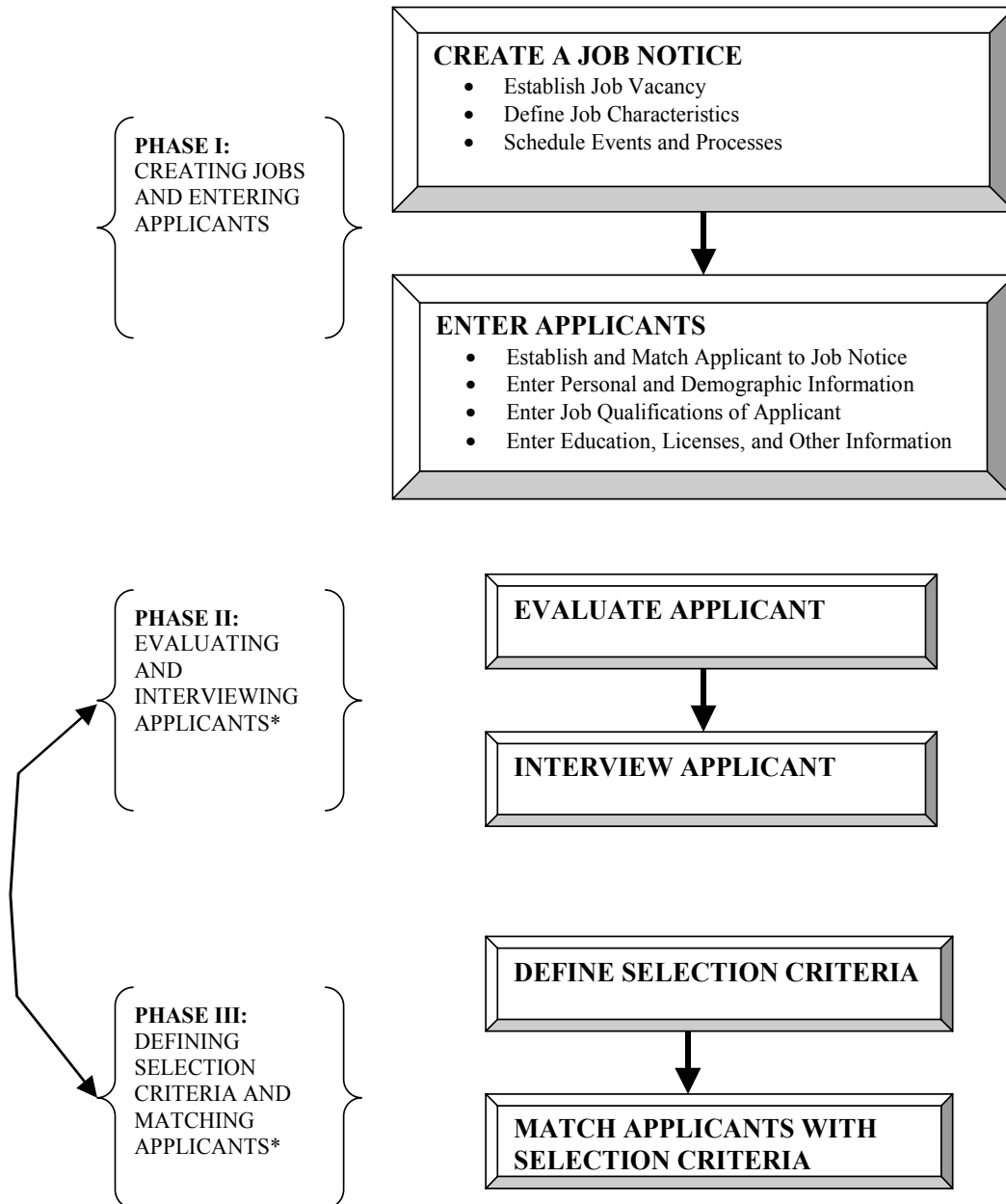
The purpose of this topic to familiarize the users with the different Applicant Tracking Inquiry windows. Inquiries provide a way of viewing information to assist in business analyses and decision-making processes.

At the end of this topic, you will be able to:

- Access and describe the functions of Applicant Tracking inquiries



APPLICANT TRACKING LIFE CYCLE



*Phase II and III can be implemented in conjunction with one another or in reverse order depending upon the hiring needs.



APPLICANT TRACKING INQUIRIES

Inquiries are available on-line in the system and are updated after a transaction has been processed. Usually, this update occurs immediately after processing of the transaction is completed.

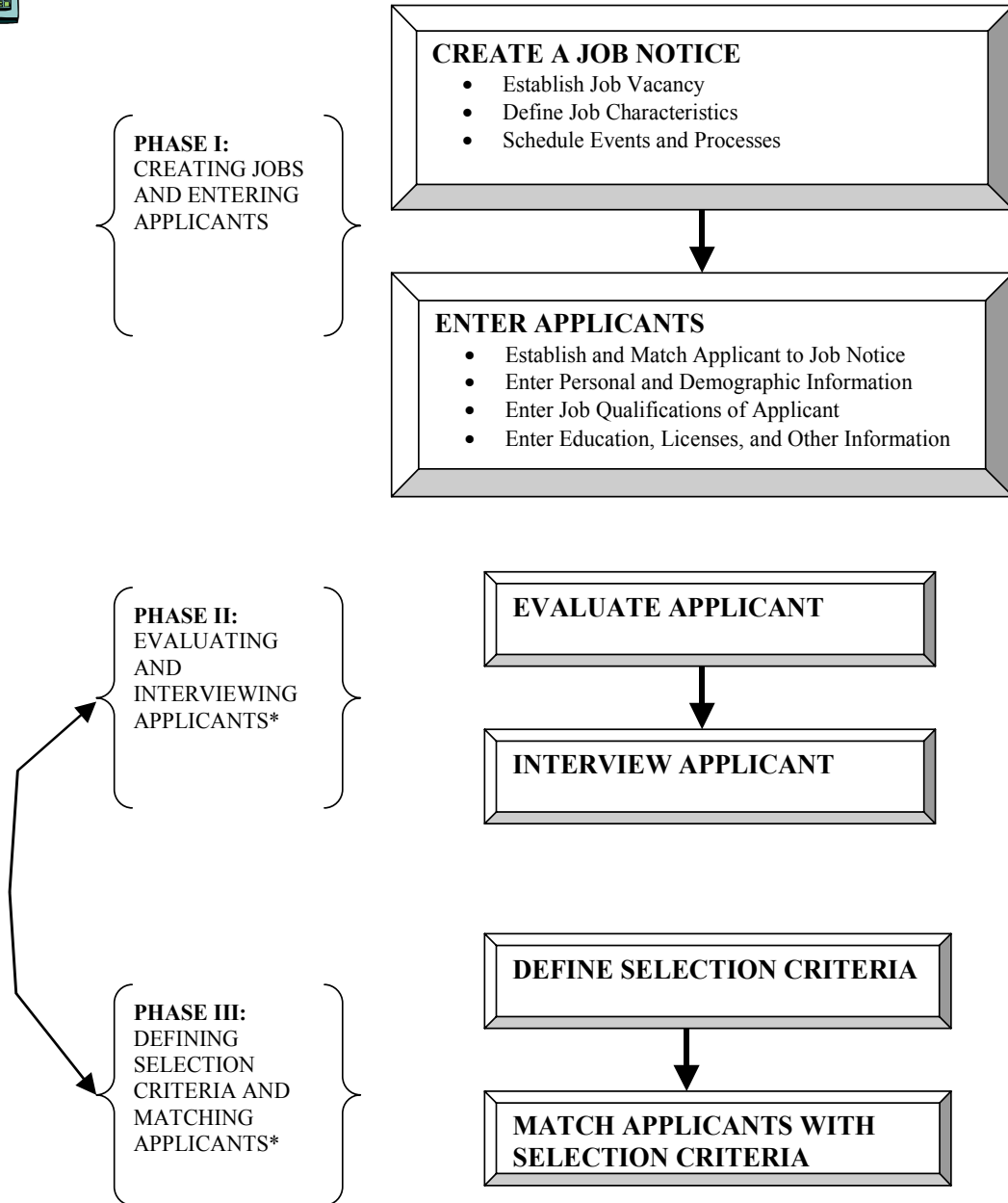
Like other areas of the SAM II system, Applicant Tracking has several special purpose windows that function solely as inquiries. These inquiries can be used by management to look up specific information regarding Applicant Tracking. Some of these inquiries contain cross-reference information taken from several tables, which allows you to see highlights or information pertaining to a specific topic without having to open additional windows.

Let's review some common inquiries related to applicant tracking.

- **Job Notice Roster (QJNT)** – This inquiry displays job notices by identification number, including the description of the job, the status, title group, agency, organization, and position ID.
- **Job Notice by Applicant Title Group (QJTG)** – This inquiry displays all job notices classified in the same Applicant Tracking Title Group.
- **Job Notice by Applicant Name (QJNM)** – This inquiry provides applicant summary information, including weighted scores, for a specific job posting.
- **Job Notice Roster by Total Score (QJTS)** – This inquiry provides the user with a list of applicants ranked by their weighted scores as of the date of the inquiry.
- **Job Notice Applicants Hired (QJAH)** – This inquiry allows the user to view a list of applicants hired for a specific Job Notice.
- **Applicant By Name Inquiry (QANM)** – This inquiry provides basic information about an applicant, such as applicant ID and job notice ID.
- **Applicant Education Summary (QADS)** – This inquiry summarizes an applicant's education history, including schools attended, degrees pursued, grade point average, etc.



APPLICANT TRACKING LIFE CYCLE



*Phase II and III can be implemented in conjunction with one another or in reverse order depending upon the hiring needs.



APPLICANT TRACKING INQUIRIES

- **Applicant Work History (QAWK)** – This inquiry provides work history information relating to a specific applicant in reverse chronological order.
- **Skills Bank (QESK)** – This inquiry lists all of the applicants who possess a particular skill.
- **Applicant Training Summary (QATS)** – This inquiry summarizes an applicant's training profile.
- **Applicants by Training Results (QATR)** – This inquiry lists all the active applicants for your department who have enrolled in, taken, and/or completed a particular course.
- **Historical Name Change Cross Reference Inquiry (QNCX)** – This inquiry displays a cross reference of an applicant's or employee's historical and current names.



JOB NOTICE ROSTER (QJNT)

Job Notice Roster									
	Job Notice ID	Long Description	Status	Status Date	Title Group	Job Notice Type	Agency	Organization	Position Number
1	RAT02w1001	CONS TECH I	AC	05 01 00	GNERIC	B1	605	3H42	AT21001
2	RAT02w1002	CONS TECH I	AC	04 21 00	GNERIC	B1	605	3H42	AT21001
3	RAT02w1003	CONS TECH I	AC	04 21 00	GNERIC	B1	605	3H42	AT21001
4	RAT02w1004	CONS TECH I	AC	04 21 00	GNERIC	B1	605	3H42	AT21001
5	RAT02w1005	CONS TECH I	AC	04 21 00	GNERIC	B1	605	3H42	AT21001
6	RAT03w1007	CONS TECH I	AC	04 21 00	GNERIC	B1	605	3H42	AT21001
7	R123456780	TRANSPORTATION PLANNER	AC	04 17 00	GNERIC	F	605	3H21	AT61002
8	R123456789	CLERICAL	AC	04 17 00	GNERIC	F	605	3E50	AT61001
9									
10									
11									
12									
13									
14									



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JOB NOTICE ROSTER (QJNT)

The Job Notice Roster inquiry provides summary information of job notices by identification number. Information includes the description of the job, the status, title group, agency, organization, and position ID.

Step 1 To open the QJNT from the SAM II Desktop Navigator window, click on the Go To icon. Type QJNT in the Code field. Click on the Open button.

JOB NOTICE ID – Optional. In this field you can enter a partial or full job notice ID to access a specific job notice's information. The number assigned to identify the job notice is displayed. Type **RAT04W1001**

Step 2 Select **Display: Browse Data**

Step 3 Let's review the remaining fields.

LONG DESCRIPTION – Display Only. This field contains the long description of the job notice.

STATUS – Display Only. This field contains the status of the job notice.

STATUS DATE – Display Only. This field contains the date the status became effective.

TITLE GROUP – Display Only. This field contains the title group to which the job notice belongs.

JOB NOTICE TYPE – Display Only. This field contains the code indicating the job notice type.

AGENCY – Display Only. This field contains the agency for which the job notice is posted.

ORGANIZATION – Display Only. This field contains the organization for which the job notice is posted.

POSITION NUMBER – Display Only. This field contains the position identification number associated with the job notice.



JOB NOTICE BY APPLICANT TITLE GROUP (QJTG)

Job Notice by Applicant Title Group

Applicant Tracking Title Group:

	Job Notice ID	Job Notice Type	Statement	Status	Agency	Organization
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						



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JOB NOTICE BY APPLICANT TITLE GROUP (QJTG)

The Job Notice by Applicant Title Group inquiry displays all Job Notices classified in the same Applicant Tracking Title Group, which is assigned when the job notice is created.

Step 1 To open the QJTG from the SAM II Desktop Navigator window, click on the GO TO icon. Type QJTG in the Code field. Click on the Open button.

Step 2 You must enter the applicant tracking title group you are wanting to query.

APPLICANT TRACKING TITLE GROUP – Required. This field requires you to enter the applicant tracking title group code. Type **GNERIC**

Select **Display: Browse Data.**

Step 3 Let's review the remaining fields.

JOB NOTICE ID – Display Only. This field contains the number assigned to identify the job notice.

JOB NOTICE TYPE – Display Only. This field contains the code indicating the type of job notice.

STATEMENT – Display Only. This field contains the job statement code.

STATUS – Display Only. This field contains the status of the job notice.

AGENCY – Display Only This field contains the agency where the job is available.

ORGANIZATION – Display Only. This field contains the organization where the job is available.



JOB NOTICE APPLICANTS BY NAME (QJNM)

Job Notice Applicants by Name						
Job Notice ID <input type="text" value="RAT02W1001"/>						
	Applicant Name	Applicant ID	Status	Weighted Test Total	Weighted Other Total	Weighted Combined Total
1	DREW, CHARLES	R030310001	AC	47.500	0.462	47.962
2	ONE, STUDENT E	031320001	AC			
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						



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JOB NOTICE BY APPLICANT NAME (QJNM)

The Job Notice by Applicant Name inquiry provides applicant summary information for a specific job posting. When the job notice ID is entered, all of the applicants applying for the job notice are displayed along with their weighted score information.

Step 1 To open the QJNM from the SAM II Desktop Navigator window, click on the GO TO icon. Type QJNM in the Code field. Click on the Open button.

Step 2 You must enter the job notice ID of the job you are wanting to query.

JOB NOTICE ID – Required. In this field you must enter the number assigned to identify the job notice. Type **RAT04W1001**

Select **Display: Browse Data**.

Step 3 Let's review each field.

APPLICANT NAME – Display Only. This field contains the applicant's full name.

APPLICANT ID – Display Only. This field contains the number assigned to identify the applicant.

STATUS – Display Only. This field contains the applicant's status.

WEIGHTED TEST TOTAL – Display Only. In this field the weighted total of the applicant's test scores are calculated by the system and displayed.

WEIGHTED OTHER TOTAL – Display Only. In this field the weighted total of the applicant's other factors scores are calculated by the system and displayed.

WEIGHTED COMBINED TOTAL – Display Only. In this field the weighted total of the applicant's combined scores are calculated by the system and displayed.



JOB NOTICE ROSTER BY TOTAL SCORE (QJTS)

Job Notice Roster by Total Score

Job Notice ID: Minimum Test Score:

Minimum Other Score: Minimum Combined Score:

	Applicant Name	Applicant ID	Status	Application Date	Weighted Test Scores	Weighted Other Scores	Weighted Combined Scores
1	DREW, CHARLES	R030310001	AC	05 01 00	47.500	0.462	47.962
2							
3							
4							
5							
6							
7							
8							
9							



NOTES



JOB NOTICE ROSTER BY TOTAL SCORE (QJTS)

The Job Notice Roster by Total Score inquiry provides a list of applicants ranked by their weighted scores as of the date of the inquiry. When the job notice ID is entered, the window displays all of the individuals applying for the position. By using this window, you can see the minimum scores required for the job and how each applicant has scored.

Step 1 To open the QJTS from the SAM II Desktop Navigator window, click on the GO TO icon. Type QJTS in the Code field. Click on the Open button.

Step 2 You must enter the job notice ID you are wanting to query.

JOB NOTICE ID – Required. In this field you must enter the number assigned to identify the job notice. Type **RAT04W1001**

Select **Display: Browse Data.**

Step 3 Let's review each field.

MINIMUM TEST SCORE – Display Only. This field contains the minimum test score that an applicant must receive to qualify for the job.

MINIMUM OTHER SCORE – Display Only. This field contains the score assigned to skills that are scored, but not tested.

MINIMUM COMBINED SCORE – Display Only. This field contains the combination of the minimum test and minimum other factors scores. The minimum combined score the applicant must receive to qualify for the job is displayed.

APPLICANT NAME – Display Only. This field contains the applicant's full name (last name, first name, and middle initial).

APPLICANT ID – Display Only. This field contains the number assigned to identify the applicant.

STATUS – Display Only. This field contains the applicant's application status.

APPLICATION DATE – Display Only. This field contains the date the applicant applied for the job.

WEIGHTED TEST SCORES – Display Only. In this field the weighted total of test scores that are calculated by the system are displayed.



JOB NOTICE ROSTER BY TOTAL SCORE (QJTS)

Job Notice Roster by Total Score

Job Notice ID: Minimum Test Score:

Minimum Other Score: Minimum Combined Score:

	Applicant Name	Applicant ID	Status	Application Date	Weighted Test Scores	Weighted Other Scores	Weighted Combined Scores
1	DREW, CHARLES	R030310001	AC	05 01 00	47.500	0.462	47.962
2							
3							
4							
5							
6							
7							
8							
9							



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JOB NOTICE ROSTER BY TOTAL SCORE (QJTS)

Step 3 Continuing to review each field.

WEIGHTED OTHER SCORES – Display Only. In this field the weighted total of other factor scores that are calculated by the system are displayed.

WEIGHTED COMBINED SCORES – Display Only. In this field the weighted total of the test scores and other factors scores that are calculated by the system are displayed.



JOB NOTICE APPLICANTS HIRED (QJAH)

Job Notice Applicants Hired

Job Notice ID: Job Notice Type: Job Statement:

	Applicant Name	Applicant ID	Employee ID	Start Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				



NOTES



JOB NOTICE APPLICANTS HIRED (QJAH)

The Job Notice Applicants Hired inquiry allows the user to view a list of applicants hired for a specific Job Notice. The inquiry also displays the successful applicant's employee ID and the date the applicant starts the job. An applicant's information will be included on this inquiry only after the applicant has been hired in the system through the successful completion of the Employment Status Maintenance (ESMT) transaction.

Step 1 To open the QJAH from the SAM II Desktop Navigator window, click on the GO TO icon. Type QJAH in the Code field. Click on the Open button.

Step 2 You must enter the Job Notice ID on the job you are wanting to query.

JOB NOTICE ID – Required. In this field enter the number assigned to identify the job notice. Type **RAT04W1001**

Select **Display: Browse Data**.

Step 3 Let's review each field.

JOB NOTICE TYPE – Display Only. This field contains the code indicating the type of job notice.

JOB STATEMENT – Display Only. This field contains the code for the statement describing the job.

APPLICANT NAME – Display Only. This field contains the applicant's full name.

APPLICANT ID – Display Only. This field contains the number assigned to identify the applicant.

EMPLOYEE ID – Display Only. This field contains the successful applicant's employee identification number.

START DATE – Display Only. This field contains the date the applicant starts working.